

## *Kingston Local Development Corporation*

**The Commercial Façade Improvement Matching Grant Program** is a matching funds program for façade improvements. The *maximum* amount that will be granted to any individual/property will be \$10,000.00. All grants are awarded at the sole discretion of the KLDC Board.

### **Criteria**

The grantee will be responsible for providing the KLDC with a business plan (complete description of your business), the COMPLETED application and a copy of current credit report (*everyone is entitled to a free credit report each year*) within 30 days of submission of application. A reliable report can be obtained from [www.ftc.gov](http://www.ftc.gov).

Commercial property owners and businesses located in commercial buildings in the City of Kingston are eligible. At the time of application and throughout the period of the grant project, applicants and their contractors must be in good standing with the City with respect to licenses, taxes, codes, ordinances and regulations.

Grant / loan funds are available on a first come first served basis and application approval is at the sole discretion of the KLDC and there is **no** appeal.

Copy of the Certificate of Appropriateness from the Historic Landmarks Preservation Commission (HLPC) or the Heritage Area Commission (HAC) approval must be submitted along with grant application.

Grants are for the correction of blighting conditions such as peeling paint, boarded up windows or windows in poor condition, replacement of missing historic elements, modification or removal of inappropriate alterations and general cosmetic improvements such as awnings and signs.

All applicants must adhere to the City of Kingston / KLDC Procurement Policy. Within the policy you will be able to determine the procedures for obtaining quotes and other requirements. All contractors must be licensed in the City.

Prior to commencement of work, the applicant is required to provide copies of any required building and sign permits to the KLDC.

Unless other time periods are specified in the grant approval, the KLDC may withdraw the grant approval if work is not started within 60 days or not completed within six months, both periods from the date of grant approval.

Grants are not to exceed 50% of the façade improvement project cost, with a maximum grant amount of \$10,000. Grant funds are to be paid upon project completion, satisfactory evidence that all contractors have been paid by the applicant, all applicable City inspections have passed and an inspection by Building & Safety and the KLDC.

This program is a reimbursement program. The applicant must first spend their match and provide proof of payments (i.e. both sides of cancelled check and proof of paid invoices/bills).

Upon completion of project, applicant must submit a signed completion notice.

# *Kingston Local Development Corporation*

## FREQUENTLY ASKED QUESTIONS

### **1. What is the targeted area?**

Buildings must be located in the City of Kingston.

### **2. Who is eligible to apply?**

Commercial building owners and business tenants in commercial buildings in the above described area. If you rent, you must obtain consent of the Building owner in writing and provide document with submission of application.

### **3. What façade improvements qualify?**

Qualifying improvements include but are not limited to painting, replacement of missing historic elements, modification or removal of inappropriate alterations, repairs and restoration of windows, cornices, trim, awnings, shutters, signs, etc..

### **4. How and when do I apply and when do I find out about the grant?**

After consulting with the KLDC staff, submit an application. The KLDC's decisions will be made after the application is reviewed and approved by the Finance Committee, then brought before the full Board for a vote. Decisions will be made between 45-60 days.

### **5. How much are the grants and when are they paid?**

The grants are not to exceed 50% of the project cost, up to a maximum \$10,000 grant. Reimbursement is made after grantee has completed project and submitted proof of expenditures.

### **6. What are the improvement guidelines?**

Guidelines for improvements within the Historic District can be obtained through the Historical Landmarks Preservation and guidelines for improvements within the Heritage Area can be obtained through the Heritage Area Commission. For questions or further information, please contact HLPC at 331-1217 or HAC at 334-3957.

### **7. Who approves the grants and what criteria are used?**

Grants are approved by the Board of Directors of the KLDC. The KLDC considers the following criteria in reviewing applications: adherence to application and design guidelines, economic development value, other potential positive impact, visual prominence of the façade, degree of deteriorating conditions and comprehensiveness of the project.

### **8. If the grant is approved, when do I have to complete the improvements?**

Work must start within 60 days of grant approval and be completed within six months of grant approval, unless the KLDC sets a shorter or longer deadline.

### **9. Do I need HLPC and/or HAC approval and permits to apply?**

If the property is in the Historic District or Heritage Area, approval will be required and the Certificate of Appropriateness must be submitted with the application.

### **10. Are the KLDC's grants funded by taxpayer dollars?**

The KLDC grants do not come from city tax dollars, but rather from our Revolving Loan Funds.

#### **For more information please contact:**

Amanda L. Bruck-Little, Executive Director  
[abrucklittle@kingston-ny.gov](mailto:abrucklittle@kingston-ny.gov)  
845-334-3930

or

Brenna L. Robinson, Portfolio Manager  
[brobinson@kingston-ny.gov](mailto:brobinson@kingston-ny.gov)  
845-334-3924

*Kingston Local Development Corporation*

**Mid-Town Commercial Building Façade Improvement Program Grant Application**

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Applicant: \_\_\_\_\_

Building Owner

Tenant

Name of Building Owner, if different from Applicant: \_\_\_\_\_

Owner written consent attached

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Business: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Date Established: \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Type of improvements being proposed:

Sign

Restoration of Historical Elements

Painting/Maintenance

Awnings

Windows/Shutters

Other

Briefly describe the improvements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location:

Historic District

Heritage Area

Eligible properties include commercial buildings in the Historic District and Heritage Area

Approval from HLPC and/or HAC is required for exterior improvements and changes within the Historic District and/or Heritage Area.

HLPC Approval Date: \_\_\_\_\_ Date Application Received: \_\_\_\_\_

HAC Approval Date: \_\_\_\_\_ Date Application Received: \_\_\_\_\_

## *Kingston Local Development Corporation*

Bank where your Business has an account:

Name of Bank: \_\_\_\_\_

Address of Bank: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Number of Employees:

Presently employed \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ FTE

Current jobs retained after project \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ FTE

Jobs created after project \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ FTE

Phone number where you can be reached during the day: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

# Kingston Local Development Corporation

## Section 1

## PERSONAL FINANCIAL STATEMENT

Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Name of Applicant / Borrower: \_\_\_\_\_

### ASSETS

Cash on hand and in banks \_\_\_\_\_

Savings Accounts \_\_\_\_\_

IRA or Other Retirement Account \_\_\_\_\_

Accounts & Notes Receivable \_\_\_\_\_

Life Insurance-Cash Surrender Value Only \_\_\_\_\_

Stocks and Bonds \_\_\_\_\_

Real Estate \_\_\_\_\_

Automobile – Present Value \_\_\_\_\_

Other Personal Property \_\_\_\_\_

Other Assets \_\_\_\_\_

TOTAL \_\_\_\_\_

*(Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted towards income.)*

Salary \_\_\_\_\_

Net Investment Income \_\_\_\_\_

Real Estate Income \_\_\_\_\_

### LIABILITIES

Accounts Payable \_\_\_\_\_

Notes Payable to Banks and others  
(describe in Section 2) \_\_\_\_\_

Installment Accounts (Auto) \_\_\_\_\_

Installment Accounts (other) \_\_\_\_\_

Loan on Life Insurance \_\_\_\_\_

Mortgages on Real Estate \_\_\_\_\_

Unpaid Taxes \_\_\_\_\_

Other Liabilities \_\_\_\_\_

Total Liabilities \_\_\_\_\_

Net Worth \_\_\_\_\_

TOTAL \_\_\_\_\_

As Endorser or Co-Maker \_\_\_\_\_

Legal Claims & Judgments \_\_\_\_\_

Provision for Federal Income Tax \_\_\_\_\_

Other Special Debt \_\_\_\_\_

*Kingston Local Development Corporation*

Description of other Income: \_\_\_\_\_

# *Kingston Local Development Corporation*

## **Section 2**

### **NOTES PAYABLE TO BANKS AND OTHERS**

<b>Name &amp; Address of Note Holder</b>	<b>Original Balance</b>	<b>Current Balance</b>	<b>Payment Amount</b>	<b>Frequency (monthly, etc.)</b>	<b>How Secured or Endorsed Type of Collateral</b>

## **Section 3**

### **STOCKS AND BONDS**

<b>Number of Share</b>	<b>Name of Securities</b>	<b>Cost</b>	<b>Market Value Quotation / Exchange</b>	<b>Date of Quotation / Exchange</b>	<b>Total Value</b>

## **Section 4**

### **REAL ESTATE OWNED**

	<b>Property A</b>	<b>Property B</b>	<b>Property C</b>
<b>Type of Property</b>			
<b>Name &amp; Address of Title Holder</b>			
<b>Date Purchased</b>			
<b>Original Cost</b>			
<b>Present Market Value</b>			
<b>Name and Address of Mortgage Holder</b>			
<b>Mortgage Account Number</b>			
<b>Mortgage Balance</b>			
<b>Amount Payment per Month / Year</b>			
<b>Status of Mortgage</b>			

# Kingston Local Development Corporation

## Section 5

**OTHER PERSONAL PROPERTY AND ASSETS:** (Describe, and if any is pledged as security, state name and address of lien holder amount of lien, terms of payment, and if delinquent, describe delinquency.)

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## Section 6

**UNPAID TAXES:** (Describe in detail, type, to whom payable, when due, and to what property, if any, attach tax lien.)

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## Section 7

**OTHER LIABILITIES:** (Describe in detail)

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## Section 8

**LIFE INSURANCE HELD:** (Give face amount and cash surrender value of policies – name of insurance company and beneficiaries.)

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## PERSONAL FINANCIAL STATEMENT

Have you ever gone through Bankruptcy or comprised a debt?

\_\_\_\_ NO \_\_\_\_ YES

If YES, Please attach an explanatory statement.

If this is a statement of you and your spouse, are any assets a spouse's separate property?

\_\_\_\_ NO \_\_\_\_ YES

If YES, Please attach an explanatory statement.

Are any assets pledged or debts secured except as shown above?

\_\_\_\_ NO \_\_\_\_ YES

If YES, Please attach an explanatory statement.



## *Kingston Local Development Corporation*

The information contained in this statement is provided for the purpose of obtaining a loan from funding programs on my / our behalf or on the behalf of firms or corporations in whose behalf I / we may, either severally or jointly with others, execute a guaranty in favor of the funding program. I / we understand that this information, including the designation made as to ownership of the property will be used in deciding to grant or continue credit. I / we certify that the information provided is true and complete to the best of my / our knowledge. I / we authorize the loan fund administrator to check my / our credit history and employment listing or to make all other inquiries you deem necessary to verify the accuracy of the statements made on this form in determination of my / our credit-worthiness and answer questions about or report my / our credit experience.

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Signature

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Date

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Social Security Number

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Signature *(Joint Applicant)*

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Date

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Social Security Number

## *Kingston Local Development Corporation*

Please submit the following information with the application to the Kingston Local Development Corporation at 420 Broadway, Kingston, NY 12401

1. Photographs clearly showing existing conditions of the building to be improved;
2. A full written description of the proposed work;
3. Drawings that adequately and comprehensively show the proposed project including details of cornices, windows, doors, shutters, decorative elements, awnings, signs, colors, historical elements, etc.
4. List of proposed materials, including material specifications;
5. A written cost estimate for all aspects of the facade improvements from a contractor
6. Property owner written consent, if different from applicant;
7. Certificate of Appropriateness from the HLPC or HAC approval (if located in the Historic District or Heritage Area);

Total Cost of Façade Improvements

\$ \_\_\_\_\_

Grant Amount Requested:

\$ \_\_\_\_\_

(Maximum Grant is \$10,000)

*I understand that in order for my request for a façade improvement grant to be approved, I must follow the Façade Improvement Criteria (see page 1). I also understand that monies are granted on a reimbursement basis following completion of work and inspection by the KLDC. I also understand that any changes made to the project after the grant approval which have not been approved by the KLDC will not be eligible for funding and may disqualify the entire project for the grant funding.*

I certify the accuracy of all information submitted with the application.

\_\_\_\_\_  
Applicant Signature, Title

\_\_\_\_\_  
Date

Please initial here that you agree to hang a banner and/or plaque recognizing the KLDC as providing a grant for the project.

\_\_\_\_\_

*Kingston Local Development Corporation*

Date Payment Request Received

(KLDC Office Use Only)

Mid-Town Commercial Building Façade Improvement Program Grant  
***Request for Payment***

Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Completion Date \_\_\_\_\_ Final Total Project Cost \$ \_\_\_\_\_

Grant Payment Amount Requested \$ \_\_\_\_\_ (Not to exceed 50% Final Costs)

***Attach the following:***

1. Photographs clearly showing the completed improvements;
2. A brief statement describing any project elements that were not completed or any approved changes from the original plans;

**Note:** *Changes made to the plans following KLDC Grant approval must be approved by KLDC or funding for the Project may be withdrawn.*

3. If the project is in the Historic District or Heritage Area, written evidence of HLPC and/or HAC inspectional approval;
4. If a building permit is required, a copy of the approved final inspection issued by the Department of Building & Safety.

*I certify that the façade improvement project has been completed in accordance with the approved plans and specifications, that all contractors, sub-contractors and material suppliers have been paid in full and that the above information is true and accurate.*

\_\_\_\_\_  
Applicant Signature, Title

\_\_\_\_\_  
Date